



Gearing Up For Your Transitions

Sample Resume

The resume below is a basic resume. You can go online to find many examples of styles that people use for their resumes. Sometimes it is good to have a couple of resumes that you submit to different employers depending on your skills. Always start your resume with all of your contact details. This information can be centered under your name or on the left side of the page. Be truthful about your job experience; do not claim to have skills or experience you do not have. If a company is interested in you, their human resource department will verify the information you give them.

- Your Name
- Address
- City, State, Zip Code
- Home Phone
- Cell Phone
- Work Phone
- E-Mail

Summary

Here you can list what you are good at. Mention the types of job related skills you have. If you do not have a lot of skills you can also add objectives to your resume. Your objectives may be what you want to accomplish working for this employer.

Employment History

List your last five employers under employment history. If it is your first job, make sure you have listed your skills in the summary section. The skills you list should relate to the skills mentioned in the job description. If you have worked before, use the format below.

Name of Employer, Your Job Title, City and State, Date of Employment beginning to end

Then list your duties on the job. You can bullet these. List the jobs you have held.

Example:

Bob's Kayaking Service- Business owner, Head Guide, New Castle, Delaware, June 2011-Current

- Head Guide for Brandywine River tours
- Hire new employees
- Organize staff work schedules
- Organized the brochures for the season

- Train new guides

Your Education should be next. List where you went to school or college, the city and state where your school is located, your degree and the year you graduated or will graduate.

Education

Delaware State University - Dover, Delaware- MBA in Finance – June 2010

If you have skills that you did not use at work, create a professional skills section on your resume.

Example:

Professional Skills

- Writer
- Photographer
- Negotiations
- All office equipment
- Software and computer maintenance

Next list any certifications you may have.

Certification

- CPR
- White Water Rafting Guide
- EMT

If you are right out of high school you will want to list the club or sports you were involved in while in school. Also list any awards or volunteer work you may have done.

Your resume is unique to you, listing the skills you have learned, clubs and sports, places you have volunteered or interned, or special projects that kept you busy. It is a document that you use to sell yourself to the employer. Be factual and honest when applying for a job. Only list the skills you have.

See resume example next page

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Cell: 302-000-000
Email: youcangetajob@gmail.com

Skilled in business development, financial investments, client relations, negotiations, market research and business analysis. Looking for a job where I can utilize my college training.

Bob's Kayaking Service- Business owner, Head guide - New Castle, Delaware, June 2011-Current

- Lead Guide for Brandywine River tours
- Hired new employees
- Made schedules for the day
- Organized the brochures for the season
- Trained new guides

Education
Delaware State University - Dover, Delaware- MBA in Finance – June 2010

Professional Skills

- Writer
- Photographer
- Negotiations
- All office equipment
- Software and computer maintenance

Certifications

- CPR
- White Water Rafting Guide
- EMT